

CTED HMIS PKI CERTIFICATE SETUP

Please contact the DST Help Desk with any questions:

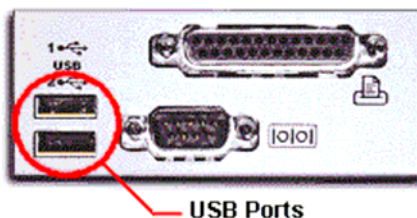
E-mail: helpdesk@trustDST.com

Phone: 888-248-4447

System Requirements

The following are the minimum system requirements necessary to use your token and digital certificates:

- X86-compatible PC (e.g., 486, Pentium, AMD, Cyrix)
- CD-ROM drive
- 16 MB RAM
- Internet connection
- Windows 95, 98, 2000, XP or NT 4.0 SP6 or higher
- Netscape Navigator 4.5 or higher or Internet Explorer 5.0 or higher
- USB port



Installation Instructions

Follow the instructions in this guide carefully to ensure successful installation. Installation of your USB token storage requires these basic steps:

1. Installing the Token Utility Software
2. Installing the USB Token
3. Configuring the USB Token

Installing the Token Utility Software

1. Exit all applications and insert the Installation CD

b. Close all browsers and other applications that may be running on your computer.

c. Insert the **CD** included in your **Welcome Kit** into your CD-ROM drive. The **DST – Utility Software CD** screen will automatically appear.

If the **DST – Utility Software CD** screen does not appear:

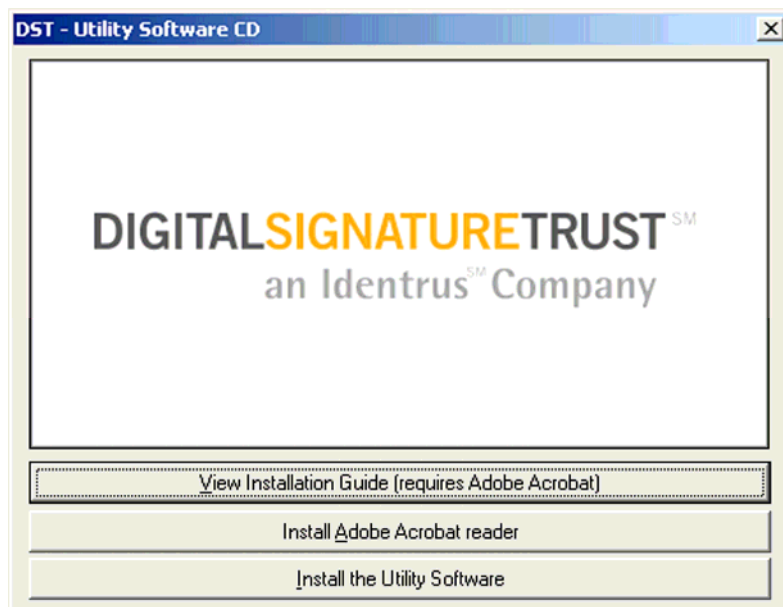
- Click the Windows **Start** button, then select **Run**. The **Run** dialog box will appear.
- On the **Run** dialog box, type: d:/autorun.exe into the **Open:** field. The **DST – Utility Software CD** screen will appear.

Note: "d" is the letter of your CD-ROM drive.

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2. Start the Utility Software Installation

The *DST – Utility Software CD* screen is displayed

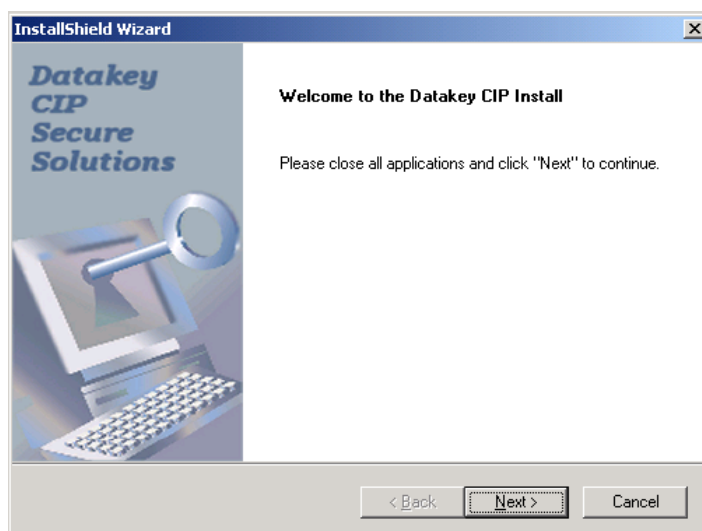


From this menu you may install the Utility Software or view the Installation Guide.

To open the Installation Guide, click on the top button labeled **View Installation Guide**. You must have the Adobe Acrobat Reader installed in order to open the installation guide. If you don't have the adobe acrobat installed, click on the middle button labeled **Install Adobe Acrobat reader**.

a. On the *DST – Utility Software CD* screen, click **Install the Utility Software**.

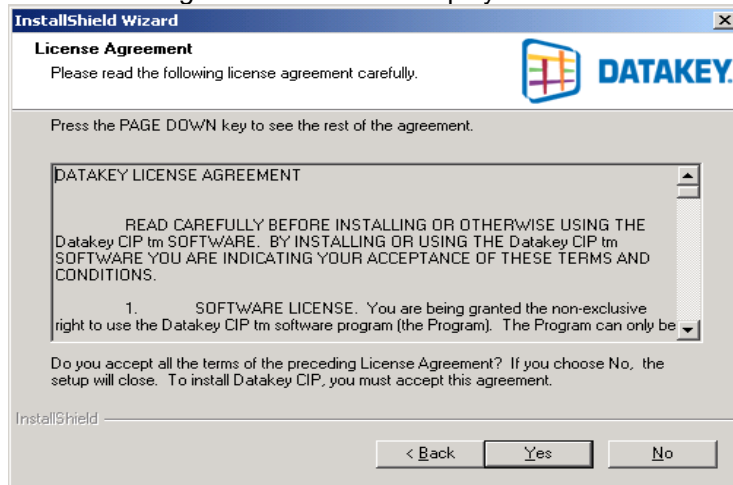
The Datakey CIP InstallShield Wizard will startup and when ready, the *Welcome* screen is displayed.



b. Click **Next>**.

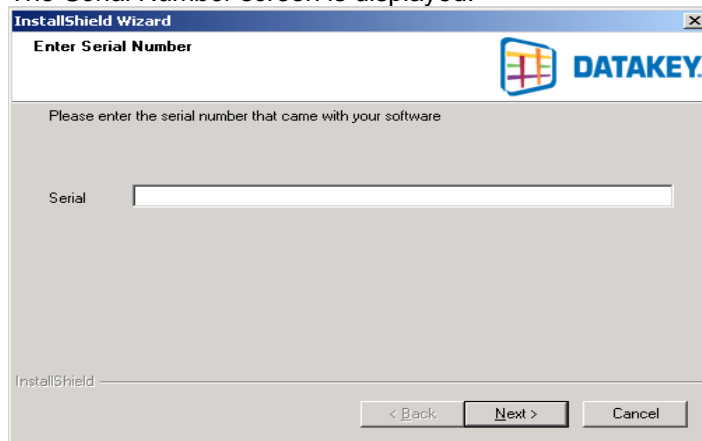
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The *License Agreement* screen is displayed.



c. Carefully read the license agreement and click **Yes** to continue if you accept it.

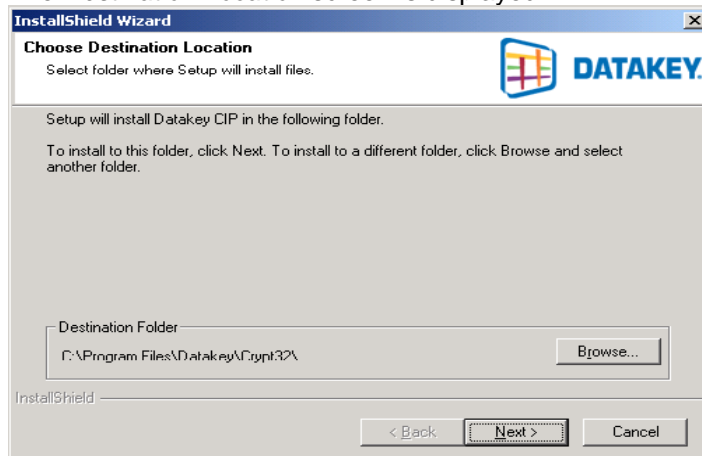
The *Serial Number* screen is displayed.



d. Type the serial number. The serial number is 107-CIP-0622.

e. Click **Next>**.

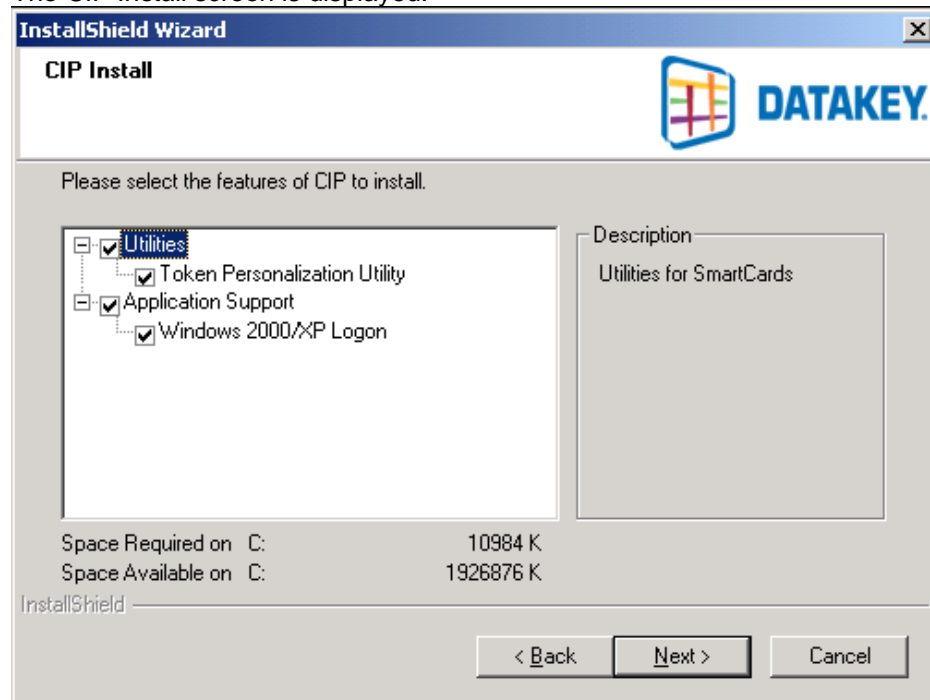
The *Destination Location* screen is displayed.



f. Follow the instructions for choosing the folder in which to install Datakey CIP, then click **Next>**.

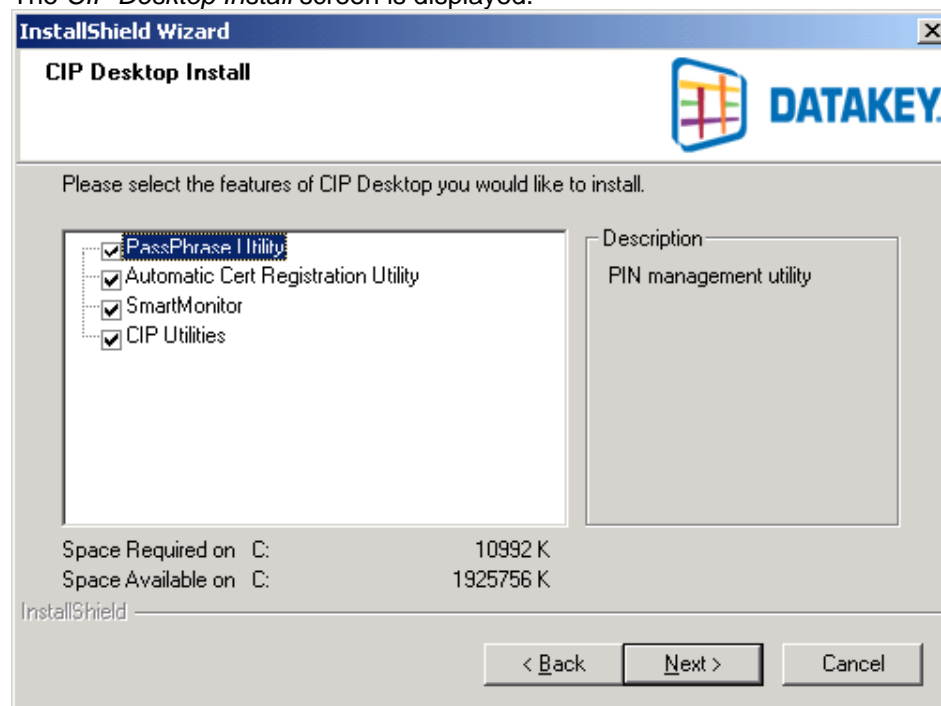
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The *CIP Install* screen is displayed.



g. Leave the default options, and then click **Next>**. A description of each option is displayed when you select the option.

The *CIP Desktop Install* screen is displayed.

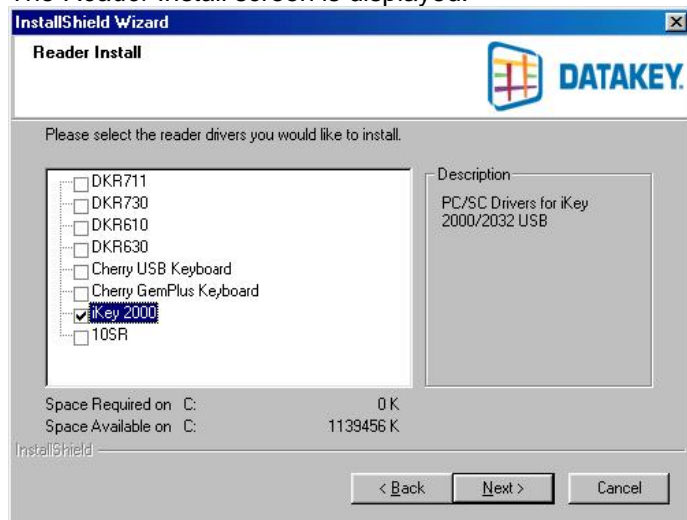


h. Leave the default options, and then click **Next>**.

A description of each option is displayed when you select the option.

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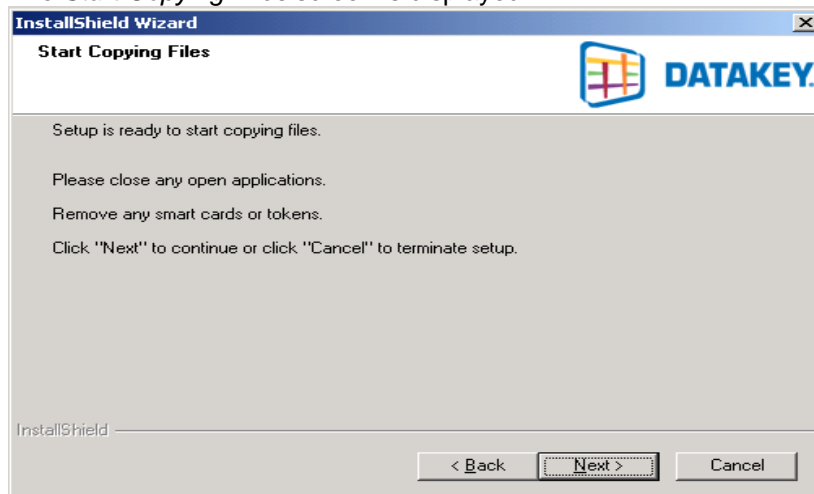
The *Reader Install* screen is displayed.



i. Select the following options for readers: **iKey 2000** - iKey2000/2032 Drivers

j. Click **Next>**.

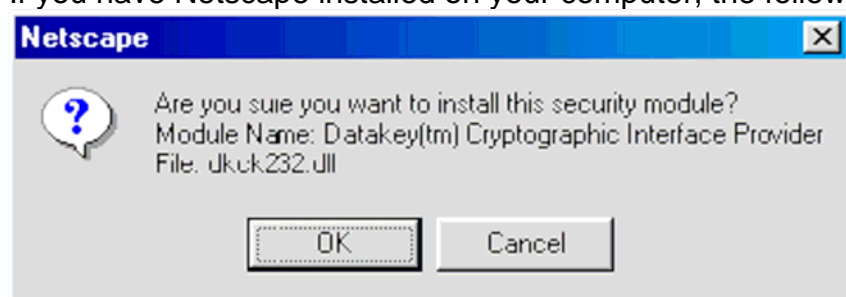
The *Start Copying Files* screen is displayed.



k. Click **Next>** to begin copying files to your computer.

The installation program will begin copying files to your computer.

If you have Netscape installed on your computer, the following message appears:



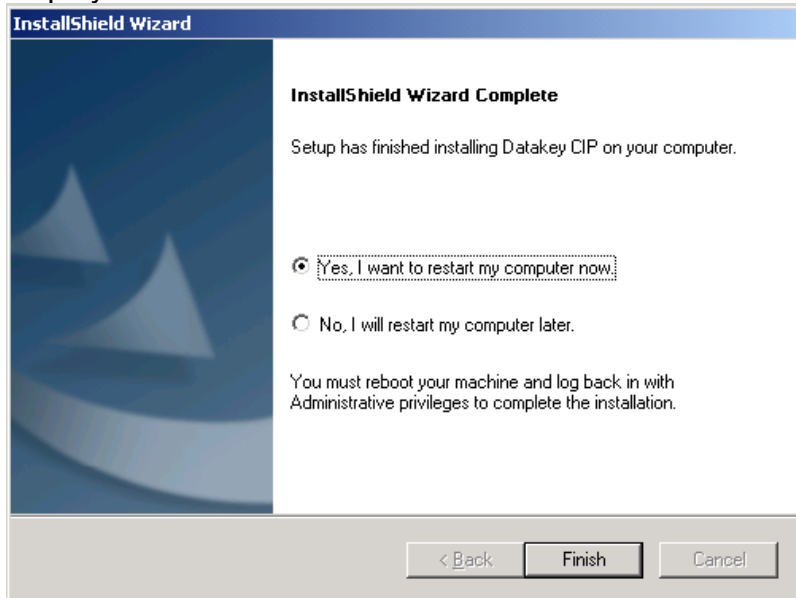
This message appears to inform you that the Netscape cryptographic module will be installed. This allows your token to work with Netscape programs.

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l. On the **Are you sure you want to install this security module?** message, click **OK**.

m. A **Netscape** window appears. **Close** this window.

When the installation process is complete, the *InstallShield Wizard Complete* screen is displayed.



n. Select **Yes, I want to restart my computer now**, and click **Finish**.

You have completed the installation of the Token Utility software.

Installing the USB Token

1. Identify an available USB port

2. Plug in the USB token

Figure 1. USB port

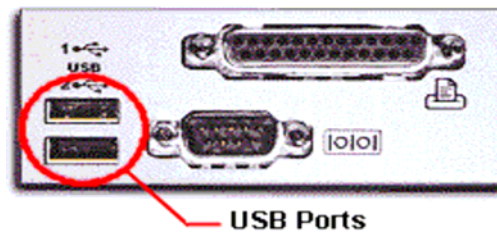


Figure 2. Token plugged into USB port



Figure 3. Token plugged into USB port with extension cord



You have completed the installation of the USB Token.

Configuring the Token

The following steps are for first time Token Users. If you are renewing or currently have a certificate on your Token please skip this section.

1. Start the CIP Utility Software

Make sure your USB token is plugged in.

There are 2 ways to start the Datakey CIP Utility Software:

From the Start Button

Find the Windows Start button as shown in the figure below.

Figure 4. Datakey Icon in System Tray



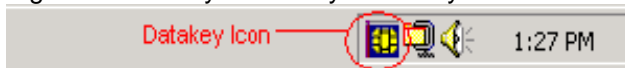
a. Click on Start -> Programs -> Datakey CIP -> CIP Utilities. The *CIP Utility* opens as shown in the figure 7 below.

OR

From the System Tray (if available)

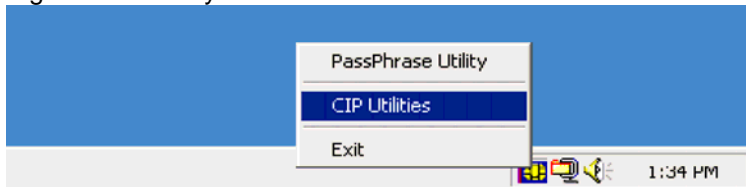
Look for the Datakey Icon in the system tray as shown in figure 5 below.

Figure 5. Datakey Icon in System Tray



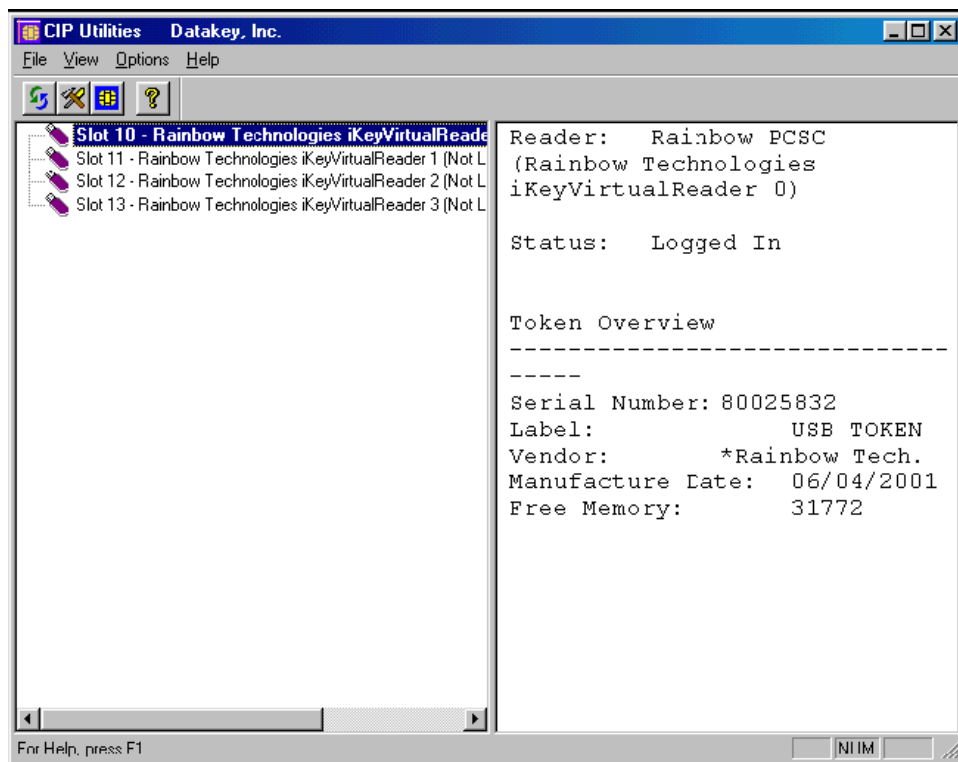
a. Right-click on the Datakey Icon and the menu will appear as shown in figure 6 below.

Figure 6. Datakey Icon Menu



b. Click on **CIP Utilities**. The *CIP Utility* opens as shown in figure 7 below.

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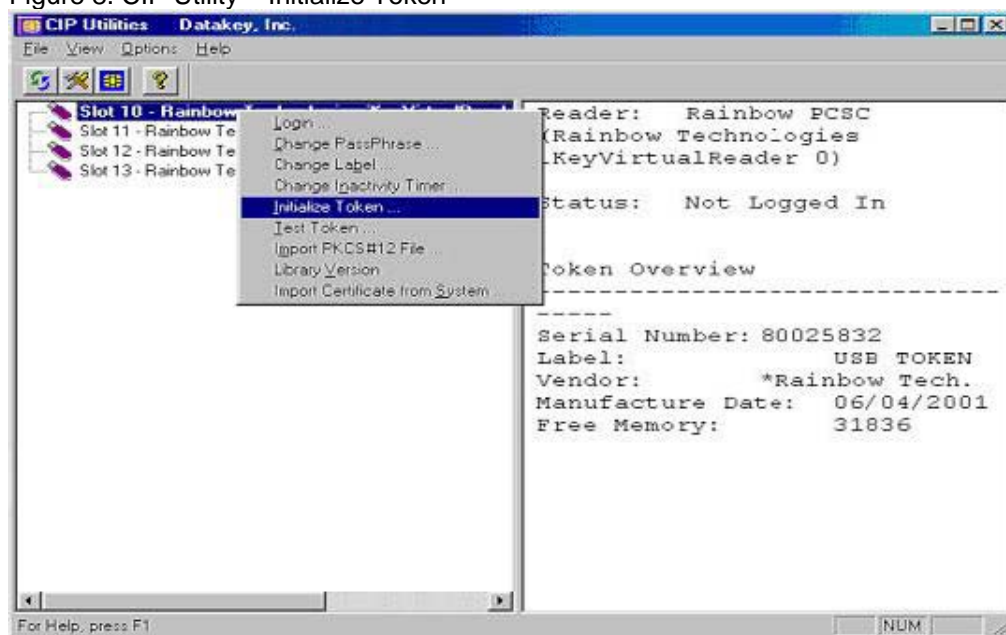


Continue with the other steps to configure the Token. The right half of the screen will show information about the Token in the **Token Overview** if the Token is installed in the card reader.

2. Initializing the USB Token

- From the CIP Utility Window, right-click on the **Slot 10 – Rainbow Technologies iKeyVirtualReader...**
- Select **Initialize token** as shown in the figure below

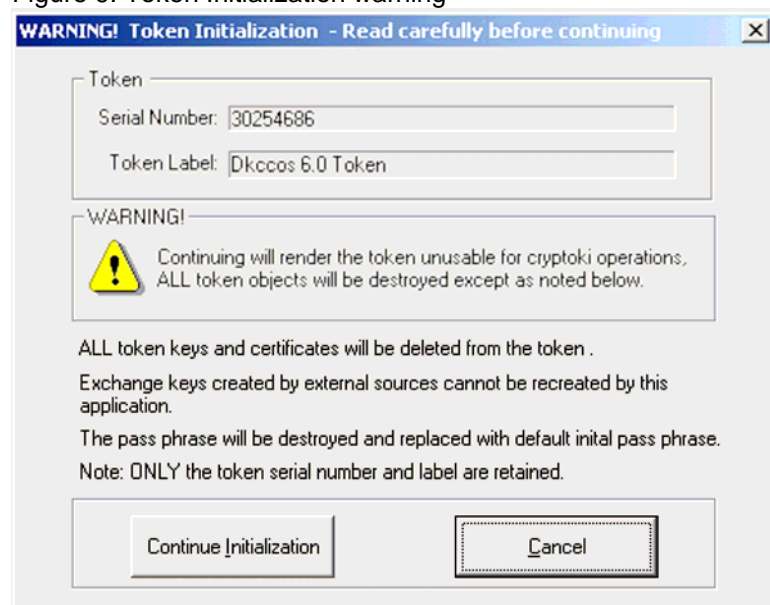
Figure 8. CIP Utility – Initialize Token



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The Initializing Token Warning screen appears.

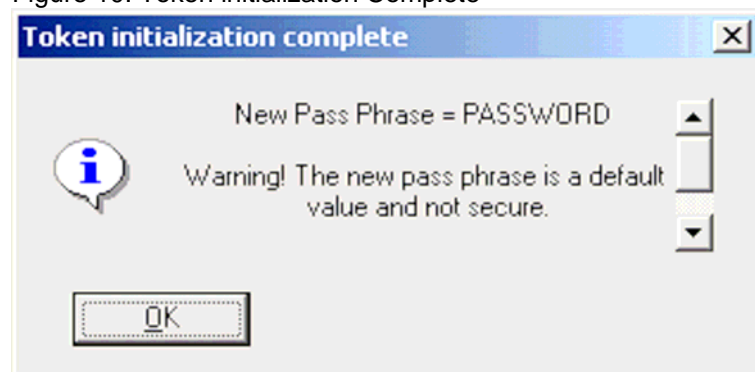
Figure 9. Token Initialization warning



c. Click **Continue Initialization**.

This will take a few seconds and the **Token Initialization Complete** screen will appear.

Figure 10. Token initialization Complete



3. Change Token Pass Phrase

Note: At this point the token Pass Phrase is PASSWORD and the next step is to change it.

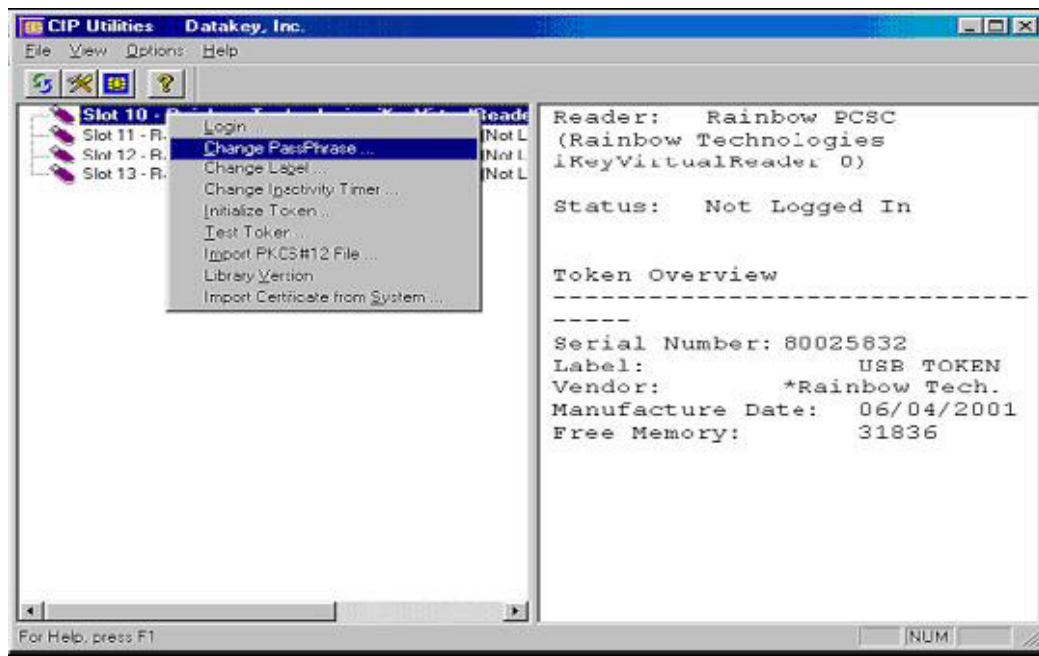
The token pass phrase will be requested every time you use your token. This secure pass phrase should be something you will easily remember, but not so obvious that others can guess what it is. **If you forget your token pass phrase, the digital certificate will be unusable and you will have to reapply for another digital certificate.**

d. From the CIP Utility Window, right-click on the **Slot 10 – Rainbow Technologies iKeyVirtualReader....**

e. Select **Change PassPhrase** as shown in figure 11 below

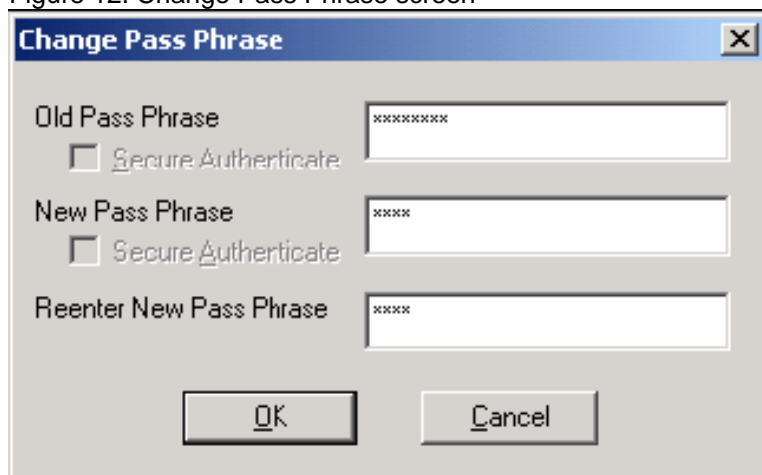
Figure 11. CIP Utility – Change PassPhrase

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The *Change Pass Phrase* screen appears as shown in the figure below

Figure 12. Change Pass Phrase screen



f. Enter **PASSWORD** in the Old Pass Phrase field

Note: Token pass phrases are case sensitive.

g. Enter and reenter your new **pass phrase**.

Note: Your new pass phrase must contain no spaces, be at least eight characters long, and may contain both letters and numbers.

4. Change Inactivity Timer

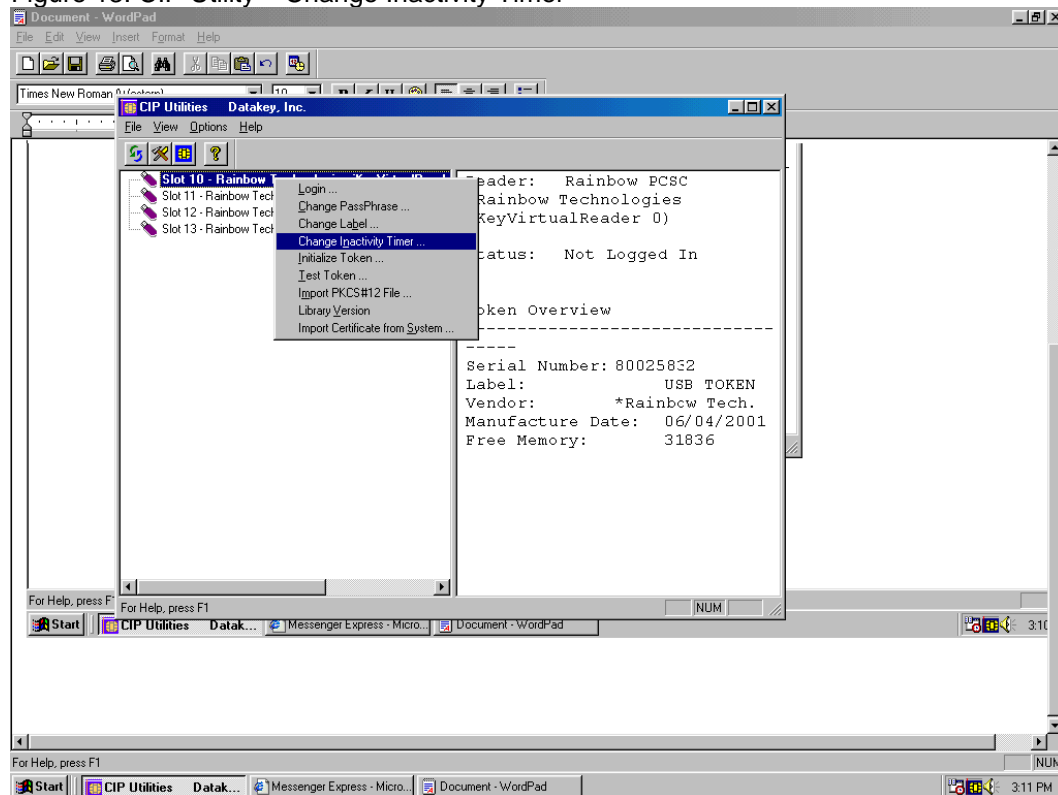
The inactivity timer setting indicates the amount of inactive time at the computer may lapse before you must re-enter your pass phrase to access the USB token. For security reasons, this should be set to zero so that your pass phrase is required each time your USB token is accessed.

a. From the CIP Utility Window, right-click on the **Slot 10 – Rainbow Technologies iKeyVirtualReader....**

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b. Select **Change Inactivity Timer** as shown in the figure below

Figure 13. CIP Utility – Change Inactivity Timer



The *CIP Utilities – Token Inactivity Timer* screen appears as shown in the figure below

Figure 14. CIP Utilities – Token Inactivity Timer screen



Enter 0 in the **Current Setting** box and click **OK**.

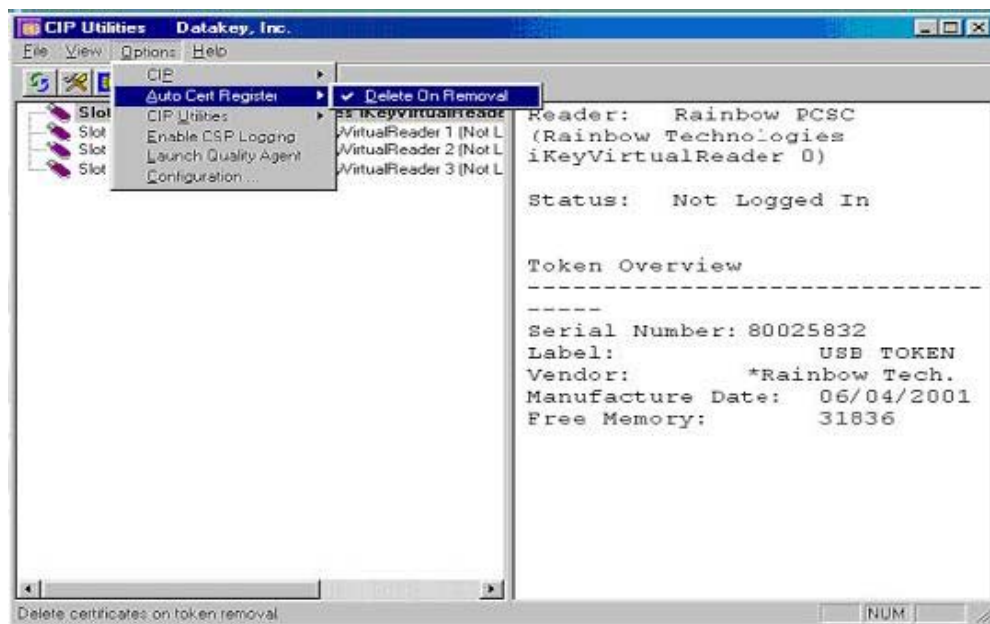
5. Auto Cert Register Setting

The Auto Cert Register may be set to automatically remove all certificate references from the computer when the token is removed from the reader. This is useful when multiple users are sharing the same computer. If this is not set, the certificates of all users that have ever accessed the computer will be shown whenever a certificate is requested.

a. From the CIP Utility Menu, click **Options -> Auto Cert Register -> Delete On Removal** as shown in figure 15 below.

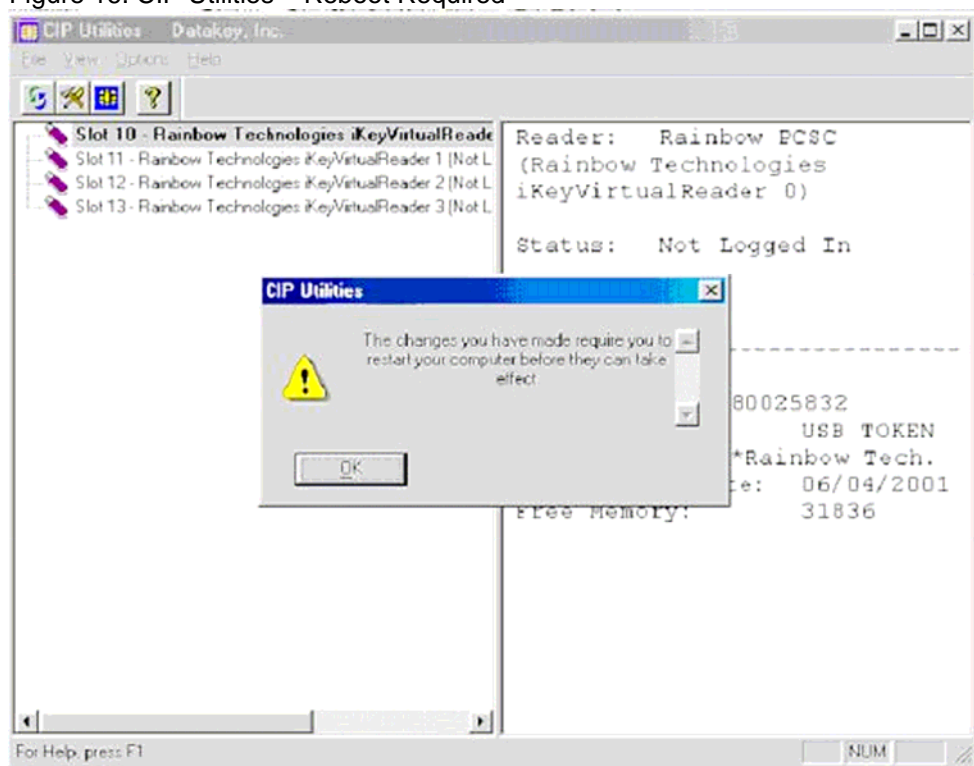
Figure 15. CIP Utility – Auto Cert Register Setting

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The *CIP Utilities – Reboot Required* screen appears as shown in the figure below.

Figure 16. CIP Utilities – Reboot Required



This change will take effect once the computer has been rebooted.

You have completed the configuration of the token.

Congratulations! You have successfully completed the installation of your USB token.

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Retrieve the Certificate

This is for first time and renewal retrievals ONLY.

Your next step is to retrieve your digital certificate online at: <http://www.trustdst.com/retrieve-cert.html>

When you begin the online retrieval process, follow the step-by-step instructions carefully.

Remember that your USB token must be plugged into an USB port before you begin.



Customer Support

Please contact the DST Help Desk with any questions:

E-mail: helpdesk@trustDST.com

Phone: 888-248-4447

Customer service representatives are available to assist you
Monday through Friday, 5 a.m. to 5 p.m. Pacific Time.